

115.01 CERTIFICATION ACCEPTANCE

The purpose of this section is to provide information on ITD-FHWA certification/acceptance procedures for closing out certain federal-aid projects. The Certification/Acceptance Agreement between the Federal Highway Administration and the Idaho Transportation Department applies to all federal-aid projects with the exception of interstate highway projects and special incentive projects. Essentially, that agreement places full responsibility on ITD for design and construction of applicable federal-aid projects in conformance with federal rules and regulations. The only required routine involvement by FHWA in certification/acceptance (CA) projects is: Authorization to obligate funding, placing the project under agreement, authorization for federal participation in work by others when not included in the original project agreement, environmental clearance, and final project inspection.

The Construction Section is responsible for preparation of the department portion of CA documentation. This is accomplished by completion of Form DH-554, Project Completion Check Sheet, (see Exhibit 115-1) from prior filed information provided by the district and the Material Section. Form DH-554 provides a documentation summary for work constructed under certification acceptance (see Exhibit 115-2).

As indicated by Form DH-554, the following documents are required to complete the CA process:

1. DH-2242 (Exhibit 108.0f6-1) showing date project was completed in its entirety, including work by state or local forces.
2. District Engineer's letter of acceptance.
3. DH-1996 (Exhibit 110.03-2).
 - a. The DH-1996 shall apply to contracts and work by local forces.
 - b. A DH-1996 is not required for projects completed entirely by state forces or by railroad companies.
4. DH-1685 (Exhibit 115.00-4a and 4b) for work completed by railroad and utility companies. To be submitted to F.C. (see Accounting Manual).
5. Form FHWA-47 (Exhibit 111.01-1) required for contracts over \$1,000,000.
6. Final materials certification letter.

Any questions regarding the CA process should be addressed to the Construction Section.

ITD-554 7-88*

PROJECT COMPLETION CHECK SHEET

Project _____ Location _____

Contractor _____ County _____ Award Date _____

Contract No. _____ Work Authorization Number _____ Contract Amount \$ _____

Completion Date _____ District _____ Final Project Cost \$ _____

Description of Work _____

FINAL DOCUMENTS COMPLETED

DATE RECEIVED

- ITD-2242 Showing Project Completed _____
- District Engineer's Letter of Acceptance _____
- ITD-1996 (Except on Utility or Railroad Work) _____
- Form FHWA-47 (When Required - See Construction Manual 111.10) _____
- Final Materials Certification Letter _____

OTHER CONTRACT RELATED WORK

NAME OF AGENCY (OR WORK BY STATE)	ESTIMATE OF COST	DATE COMPLETED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CA REQUIRED: YES NO

U. S. Department of Transportation Federal Highway Administration FHWA Form 1446A		INSPECTION REPORT		ITD Contract Administration _____ ITD District Office _____ ITD Central Files _____ HED-010.2 _____ HFO-ID. _____ Reading File _____ Fiscal File _____ ITD Financial Control _____	
INSPECTION TYPE (Check One)					
<input type="checkbox"/> Initial Inspection		<input type="checkbox"/> Intermediate Inspection			
<input type="checkbox"/> Final Inspection		<input type="checkbox"/> Project			
<input type="checkbox"/> Inspection-In-Depth					
Region No.	Report No.	County	Division		
In Company With:					
Date of Inspection	Inspection Made By:			Project No.	
Key No.	Location/Description				
Quality of Work		Progress of Work		Time Elapsed	Work Completed
				%	%
<u>Code</u>	<u>Spec/Sect</u>	<u>Code</u>	<u>Spec/Sect</u>	<u>Code</u>	<u>Spec/Sect</u>

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UTILITY-RAILROAD FISCAL/FINAL REVIEW REPORT
(Instructions: Construction Manual Section 105.07 and Accounting manual Section 19-005.)



Name of Utility or Railroad
Project No. Work Authorization No.
Project Location
General Description of Work Done

1. AGREEMENTS OR AUTHORIZATION:

a. Program Approval Date (DH-205)
b. By what right does the Utility and/or Railroad have Occupancy?..
c. Type of Agreement between State and Utility or Railroad Company:
(1) Formal Agreement (Date executed by State):
Number:
(2) Exchange of Letters in lieu of formal agreement
d. Agreement supported by Utility and/or Railroad Company Estimate of Cost and Sketch Map
e. Type of Agreement:
Lump Sum: (Amount)
Actual Cost: (Estimated Amount)
f. Method of Performing Work:
Own Forces
Contract Method
Continuing Contractor
g. Was Continuing Contractor(s) Approved Prior to Performing Work?
h. Is Extended Service Life allowed?
i. Is Betterment Credit allowed?
j. Date of State Authorization to Utility or Railroad to Proceed with the Relocations?
k. Modifications Approved by State: (Date)

NOTE: If listed data does not apply, "N/A" should be indicated.

2. SCOPE OF RECORDS REVIEW:

Reviewed project records for compliance with established procedures. Construction Manual 105.07 and Accounting Manual 19-10 The following tests of field records were performed.

- a. Reviewed DH-245 (when applicable) for propriety and reconciled listed information with the project records.
b. Reviewed Resident Engineer's letter notifying Utility Company or Railroad of completion and request of the final billing.
c. On grade crossing signals and other crossing agreements that do no involve a roadway contract, reviewed District Engineer's Final Acceptance Letter to the Railroad Company accepting the utility work.
d. Reviewed final billing for propriety and documentation of checking by project personnel. Tested mathematical accuracy.
e. Reconciled billing with the project utility ledger (DH-345A).

f. Comparison of Estimate and Billing:
Table with columns: Estimated, Billing, Difference
Rows: (1) Engineering, (2) Labor, (3) Equipment, (4) Materials, (5) Miscellaneous, (6) Overhead, (7) Salvage Credits, TOTALS

Distribution:
Central Files Financial Control Resident Engineer
Contract Administration Supervisor District Engineer Records Inspector

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Explain major overrun and underrun differences: _____

Findings and Comments: _____

General Comments and Recommendations: Type of Audit Conducted - Desk Site

Conclusions: Does the District request a courtesy audit? Yes No

Total Relocation Cost \$ _____

Railroad or Utility Company Share (%) (-) \$ _____

Total Amount Billed to State \$ _____

Nonparticipating Amount \$ _____

Participating Amount \$ _____

The project utility records are adequate for support of final payment, except as noted under findings.

District Records Inspector Signature Date

District Engineer Date

Reverse of DH-1865(2) 11/84

INSTRUCTIONS FOR COMPLETING DH-1865(1) and (2)

Page 1:

- 1a and b. Program Approval and Preliminary Engineering - See DH-205 Authority to Perform Work. List program approval date for Federal Aid, and State Highway approval date for State projects.
- 1c. For Utility Companies - See Statement of Formal Findings - signed by the Roadway Design Supervisor. Railroads are by ownership.
- 1k. Utilities: See Highway Board Order to Company that is signed by Board Secretary and highway Board. Railroads: See District Engineer's letter of authorization for Railroad adjustments. Railroad Signals: See State Utility Engineer's letter to Railroads.
- 1l. See Utility Change Order(s) or Modified Agreement. Updating Fixed Cost Agreements will not be considered a modification. This will be superseding the agreement and should be reflected under item 1f.
- 2f. This section only applies to Actual Cost Agreements. This section should be utilized to the extent possible. Certain estimate will limit separating them into the various categories. In this case the billig costs should be grouped as near as possible to match the estimate. (Fixed Cost Agreement Amount needs to be listed only on line 1f/)

PAGE 2:

Findings and Comments: Unresolved exceptions to the established procedures should be listed. Any additional support to the findings should be listed on the DH-1865, page 2. The District Engineer will use this information to make this disposition (if required).

General Comments and Recommendations: List significant comments and recommendations that would improve quality control.